

**Headquarters Library  
United States Court of Appeals for the Fourth Circuit**

**Notice of Vacancy**

**Announcement #:** 10-0104

**Position:** Acquisitions Librarian

**Appointment:** Permanent/Fulltime

**Location:** Richmond, VA

**Opening Date:** April 29, 2010

**Salary Range:** \$46,857 - \$76,138 (CL 27)

**Closing Date:** Open Until Filled - To ensure consideration, submit required application documents by 5pm on May 28, 2010.

**Position Overview:**

The acquisitions staff of the Fourth Circuit Headquarters Library is responsible for law book acquisitions for all federal court libraries and judicial offices throughout the five states of the Fourth Circuit using the SirsiDynix integrated library system to prepare purchase orders and interface with the FAS4T financial system. The Acquisitions Librarian is responsible for acquisition functions and also acts as the Systems Librarian for the integrated library system (ILS).

**Representative Duties:**

- Prepare law book purchase orders in SirsiDynix for new titles and for renewals of existing subscriptions in all formats for approximately 300 consignees throughout the Circuit and maintain these inventories.
- Perform pre-order searching and downloading of appropriate records from OCLC.
- Manage and obligate funds from law book budget allotments pursuant to judiciary regulations and federal statutes.
- Implement the serials module of the ILS and assist with serials check-in and materials processing.
- Maintain the ILS and provide ongoing technical support and trouble-shooting for the system.
- Participate in the beta testing of new versions of the ILS and provide training in the use of the system.
- Communicate with judges, vendors, and court personnel regarding law book subscriptions.
- Assist with the Excess Law Book Program in the relocation or disposal of law books throughout the Circuit, which could involve travel to other/out-of-state locations and lifting boxes of books weighing up to 40 lbs.

**Required Qualifications:**

- Master's degree in Library/Information Science from an ALA accredited institution with at least one year of acquisitions experience.
- Familiarity with integrated library acquisitions and experience with OCLC.
- Demonstrated ability to use Microsoft Office suite software.
- Strong organizational, analytical, and problem-solving skills and ability to meet deadlines.
- Excellent oral, written, and interpersonal communication skills.
- Experience with budgeting.
- Strong attention to detail and commitment to quality service.

**Preferred Qualifications:**

- Experience in library acquisitions using SirsiDynix.
- System admin experience.
- Law library experience.
- Familiarity with federal government procurement regulations.
- Ability to lift boxes weighing up to 40 lbs.

**Employee Benefits:**

Court employees enjoy the same benefits as other Federal Government employees such as paid vacation and holidays, medical, dental, life, vision, long term care insurance, retirement, Thrift Savings Plan, and flexible work schedules.

**Application Requirements:**

Submit a detailed **resume** including **salary history** and contact information for **three references** along with a **cover letter** describing the extent to which you possess the knowledge, skills, and abilities listed in the Required Qualifications section. Include examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview and representative duties to: [ce04\\_vacancy@ca4.uscourts.gov](mailto:ce04_vacancy@ca4.uscourts.gov)

To ensure consideration, submit required application documents by 5pm on May 28, 2010.

Applicants must be U.S. citizens or eligible to work for the Federal Government. Employees of the United States Court of Appeals are “Excepted Appointments” and considered “At-Will” judicial employees.

All information is subject to verification, and finalists will be required to submit graduate school transcripts. Employment is contingent upon the satisfactory completion of a background check. Judiciary employees must adhere to the Code of Conduct for Judicial Employees. Electronic funds transfer (EFT) participation is required for payment of net pay.

**The U.S. Court of Appeals is an Equal Opportunity Employer.**